

# Step 3: Set forwarding and auto bcc

In Zimbra (Open Source), to journal incoming and outgoing mails for the selected users, you have to define a mail forwarding rule and an auto-bcc rule. Define these rules for all users for whom you need to enable the archiving.

A mail forwarding rule enables you to deliver inbound and internal-receiving delivery to Vaultastic. An auto-bcc rule enables you to deliver outbound and internal-sending delivery to Vaultastic.

Follow the steps given below to enable archiving for a selected user. Repeat the steps for each user for whom you need to enable archiving.

## Step 1: Set a forwarding rule to archive incoming mail

1. Log in to the Zimbra portal with a user having admin rights
2. Navigate to the **Manage Accounts**
3. Select a user to view details
4. Choose the **Forwarding** tab
5. In the **Forwarding addresses hidden from the user** section, enter  
journal@{domainprefix}.vaultastic.com

For example, if you want to enable archiving for user **mark@baya.in**, add forwarding rule for the users to forward mail to **journal@baya-in.vaultastic.com**

## Step 2: Create an auto Bcc rule to archive outgoing mail

To create an auto-bcc rule for a user execute the following commands from command line prompt.

1. SSH to the Zimbra server and login to Zimbra as a super admin user

```
# su zimbra
```

2. Go to the **conf** folder using the following command

```
$ cd /opt/zimbra/conf
```

3. Confirm the folder location using the below command

```
$ pwd  
/opt/zimbra/conf
```

4. Open to edit the **sender\_bcc** file and enter the primary email id and journal id as shown below

```
$ vi sender_bcc  
mark@baya.in journal@baya-in.vaultastic.com
```

```
:save and quit
```

5. Reload Zimbra using the following command

```
$ postconf -e 'sender_bcc_maps = hash:/opt/zimbra/conf/sender_bcc'  
$ postfix reload
```

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